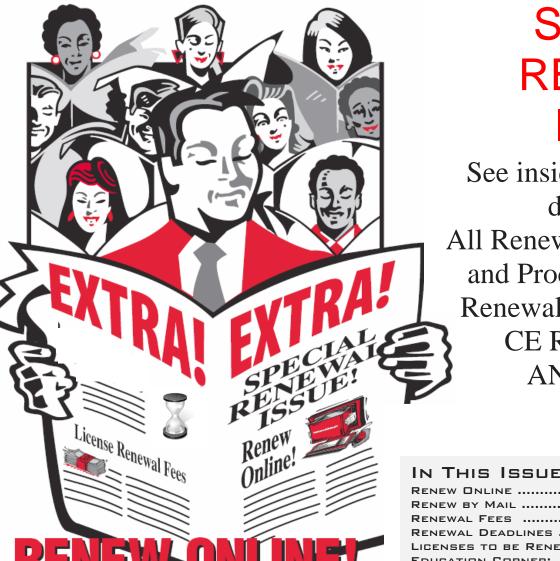




Update

Renewal Issue 2009



SPECIAL RENEWAL ISSUE!

See inside for complete details on
All Renewal Requirements and Procedures, Online Renewals, License Fees,
CE Requirements
AND MORE

BEGINNING AUGUST 15TH

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www.chiro.alabama.gov

*echeck *Visa *MasterCard *Discover

RENEW ONLINE

Renewing online is the best way to renew. It is quick, efficient and paperless. Upon completion, you will receive a confirmation that you can print for your files and be assured that you have paid your fee. Attention licensees: Please allow two (2) business days after verifying (with Debra) that your CE hours and Business License have been entered in the Board database before you go online to renew your license. (This allows time for the information to update the online system.)



FOLLOW THESE EASY STEPS FOR LICENSES

- Go to the Board's Web site at <u>www.chiro.alabama.gov</u> and select the button labeled Online Services.
- You will then see the page "Online Services" showing a list of online services. Click on License Renewal.
- You will be taken to a login screen where you can access your records.
 Enter the information requested.
- Once logged into your records you will go through several screens of information that you will verify for accuracy and edit as needed. After the information on each page has been confirmed or changed you will click any "Next" button needed to go to the next pages.
- After you enter the required information, you will see a page with payment options. You will then enter your payment information. Upon submission of payment, there will be a confirmation page that you can print and keep as your receipt of payment.
- There will be a notice telling you if you need to fax hours or your B/L to the Board. If you get this notice call Debra ASAP.

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**Be sure you have verified with Debra that we have your hours and a copy of your business license in the Board office <u>before</u> you go online to renew. If there is an error in the documentation you cannot go back online to pay any additional fees due.

8003

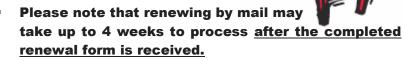
FOLLOW THESES EAST STEPS FOR CLINICS

- Go to the Board's Web site at <u>www.chiro.alabama.gov</u> and select the button labeled Online Services.
- You will then see the page "Online Services" showing a list of online services. Click on Facility Permitting
- On the new page select Permit Renewal.
- You will be taken to a login screen where you can access your records. Enter the information requested.
- Once logged into your records you will go through several screens of information that you will verify for accuracy and edit as needed. After the information on each page has been confirmed or changed you will click any "Next" button needed to go to the next pages.
- After you enter the required information, you will see a page with payment options. You will then enter your payment information. Upon submission of payment, there will be a confirmation page that you can print and keep as your receipt of payment.
- After completing all steps you will need to print out the document, have it notarized and mail it to the Board office.
 This must be received for the renewal to be complete. Late fees apply.

A \$4.00 fee is charged by Alabama Interactive to process online transactions.

BY MAIL

If you cannot renew online and would like to request a renewal form (that will be mailed to your address on file with the Board) please send a written request for a paper form.



 A late fee will be imposed if you renew after the expiration date.

PAYMENT BY MAIL:

- Company Check
- Personal Check
- Cashier's Check
- Money Order

In the event a check is returned for any reason a \$30.00 fee will be levied. Additional fees may also apply.

RENEWAL FEES If completed by September 30,2009



(Completed means paid online by midnight on September 30, 2009, <u>and</u> all CCE and a copy of your business license is in to the Board office before September 30.)

•	Active\$300
•	Inactive (out of state only\$150
•	Retired (not practicing in any state)\$150
•	Non-licensed Clinic\$ 75

If completed on or after

October 1, 2009

(Completed means paid online after midnight on September 30, 2009, and/or paperwork received in Board office on or after October 1, 2009.)

Late Fees

•	October 5 50
•	November\$100
•	December \$250

RENEWAL DEADLINES

FOR 2009-2010 LICENSES

- September 30, 2009 last day to complete your renewal without penalty
- September 30, 2009 last day to renew in order to have license issued to active status on October 1, 2009
- October 1, 2009 add \$50 penalty fee
- November 1, 2009 add \$100 penalty fee
- December 1, 2009-add \$250 penalty fee
 - January 1, 2010 2008-2009 licenses expire. If not renewed for 2009-2010, you are inactive by operation of law and may not engage in chiropractic activities that require a license.



ALL licenses and permits must be renewed. If you hold or are responsible for one of the following licenses, renew it before October 1, 2009, to avoid additional penalties. The following must be renewed if you want to continue to practice in Alabama:

ACTIVE LICENSES

INACTIVE LICENSES

(practicing in a state other that AL)

-RETIRED

(not practicing in any state)

NON LICENSED CLINIC PERMITS

(required if any part of clinic is owned by someone other than a DC)

ALL LICENSES AND PERMITS
MUST BE RENEWED

EDUCATION CORNER



Q: In what time frame do courses have to be taken to count toward the 2009 renewal?

A: Courses taken only

between October 1, 2008 and September 30, 2009, are acceptable for meeting renewal requirements in 2009.

[License Law Section 34-24-165 (a)]

Q: How do I know how many CE hours I have taken?

A: All licensees must check their CE credit by calling Debra Darnell at the Board Office (800-949-5838 ext. 221)

Q: How can I find out where courses are being offered?

A: The July 2009 newsletter on our Web site located under the Newsletter link on the home page.

Q: If I am a new licensee and graduated less than 12 months ago, do I have to take more courses for renewal?

A: Yes & No. If a licensees' graduation date is within 12 months of the license issue date you only have to obtain 4 AL Law hours the first year. All other new licensees must obtain the entire 18. [License Law Rule 190-X-2-.11(2)(b)]

Q: If I took 36 hours of CE during this current license period to renew my license, will those hours take care of my renewal for the next period?

A: No. For hours to apply to the 2010-2011 renewal year they must be taken between October 1, 2009 and September 30, 2010.

Q: What if I took some courses in another state?

A: Courses taken in another state may be used to satisfy the requirement of hours of CE. If you have already taken courses in another state since October 1, 2008, or are planning on taking courses in another state prior to September 30, 2009, you must submit the following documentation to the Board in order to receive credit:

- 1. Verification that the course is approved by the Alabama Board.
- 2. Verification of the number of hours for which it is approved.
- 3. Verification that you attended 100 percent of the course. [License Law Rule 190-X-2-.11)]
- 4. See out of state requirements.

RENEWAL REQUIREMENTS FOR

OUT OF STATE LICENSEES

Licensees who <u>practice</u> in another state have options from which to choose to satisfy continuing education requirements for license renewal.

Option 1

Take 18 hours of Alabama-approved CE, including 2 hours of Alabama Law. The elective hours can be taken out-of-state as long as you provide verification of the dates that you attended the course, verification that the course was approved by the Board, and the number of hours for which it was approved.

Option 2

Submit verification of attendance in the state where the licensee <u>actually practices</u>. The certification of attendance or letter must show:

- 1. License #
- 2. Approval # by your State Board of CCE.



License Renewal Information:

- All licenses expire at midnight on September 30, 2009.
- Active, Retired, and Inactive licenses must be renewed to remain current.
- Renew online at www.chiro.alabama.gov

Renewal fees are as follow:

- DC Active License \$300 •Retired/Inactive \$150
 Non-licensed Clinic Owner \$75
- All licenses must be renewed, including the Non-Licensed Clinic Owner Permit.
- Renewal fees received October 1, 2009 through December 30, 2009, will be subject to late fees to be paid in addition to the renewal fee.

Late renewal fees are as follow:

• October \$50 •November \$100 •December \$250

Acceptable forms of payment:

•Online: Visa, MasterCard, Discover, eCheck

Transaction Fee: \$4.00 per renewal

CONTINUING EDUCATION REQUIREMENTS FOR 2009 LICENSE RENEWAL

Basic Information:

- Total CE needed:
 - •DC 18 hours
 - •Non-licensed Clinic Owners 2 AL

License Law Section 34-24-165(a) License Law Rule 190-X-2-.11 190-X-2-.17(8)

- Deadline: September 30, 2009
 License Law Section 34-24-165
- Courses to take:
 - •2-4 hours in AL Chiropractic Law
 - •16 hours in approved elective courses License Law Rule 190-X-2-.11 190-X-2-.17(8)

RETIRED LICENSEES ARE EXEMPT FROM CE CREDIT

Confusion still exists regarding exemption from CE requirements. Many licensees think that the exemption applies as soon as they stop practicing. This is not true. As stated in Section 34-24-165(c) retired licensees are excused. Rule 190-X-2-.14 provides that "retired" licensees are exempt from meeting continuing education requirements only if they have a Retired license.

There are 2 requirements.

- 1. You must have a "Voluntary Retirement Affidavit" on file in the Board office AND
- 2. You must maintain a current "Retired License" status & renew each year.

Licensees must meet both of these requirements in order to be exempt from continuing education requirements. If you are exempt from taking continuing education, you will use a "-R" behind your license number when you log in through Online Services on the Board's Web site. Otherwise, 18 hours of continuing education must be completed by September 30, 2009, to have your license renewed on active status as of October 1.

Note: The affidavit is on the "forms" page of our website

ASBCE

102 Chilton Place Clanton, AL 35045

Sheila Bolton Executive Director

Administrative Assistants Debra Darnell (ext. 222) Amy Deavers (ext. 226) Carol Hickox

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Fax

(205) 755-0081

OUR MISSION

To regulate and license doctors of chiropractic in order to protect the people of Alabama.

OUR VISION

To ensure the people of Alabama will receive professional, ethical and quality care in utilizing chiropractic services to maximize health benefits.

OUR VALUES

Excellence, integrity, communication and ethics.

R. Brian Wells, DC, President, Member District 3

Jerry L. Schreiner, DC, Vice -President, Member District 7

Kenneth J. Randolph,

Secretary/Treasurer Member District 4
Gerald J. Collins, DC.

Preceptor Director/ Member District 6

Gilles X. Beaumont, DC,

Member District 1

Jerry S. Kirby, Member District 2

Larry H. Heaton, DC,

Member District 5

Ricardo Herring, DC,

Minority Member

Allen Sanderson,

Consumer Member James S. Ward, Esquire,

Board Attorney

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DEADLINE

Remember when renewing online you must complete documentation and payment by midnight on September 30, 2009 to avoid the late penalty. Do not rely on your computer clock if you are renewing close to midnight.

SPECIAL RENEWAL ISSUE Renewal Deadline: September 30, 2009

See inside for complete details on Renewal Requirements and Procedures, Online Renewals, License Fees, CE Requirements and Retired Exemptions